

John Gutfreund

8 OCT 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Records Center Activities

REFERENCES : (a) Memo from Acting DDS, dtd 6 July '62, subj: "Program Reviews by Financial Policy and Budget Committee", DDS 62-3496
(b) Memo to Assoc. Assst. to DDS, dtd 5 Oct '62, subj: "Records Center Activities".

1. This memorandum contains information which conforms to the request in reference (a) to keep you periodically advised of the rate of growth of Records Center Holdings.
2. Attached are the following Charts showing principal activities of the Records Center:
 - (a) Accessioning and Disposition Activity - Attachment #1.
 - (b) Items Furnished (Reference Service) - Attachment #2.
 - (c) Net Cumulative Holdings - Attachment #3.
3. Analysis of the data on these Charts indicates the following:
 - (a) Gross Receipts of 14,827 cubic feet for the Fiscal Year 1963 were 15% greater than the previous year but 6% smaller than the average for the period 1959-1963. This experience indicates that gross receipts of inactive records seem to be stabilized at about 15,000 cubic feet per year. (See Attachment #1).
 - (b) The Disposition of 12,026 cubic feet is an increase of 77% over the previous year and 71% more than the average for 1959-1963. This is the largest disposition ever accomplished in a single year. (See Attachment #1).
 - (c) Reference Services furnished Agency offices reached a new high of 385,762 items; this includes records returned for loan or retention and information given over the telephone. (See Attachment #2).

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(d) On 30 June 1963, the total holdings of the Records Center were 80,847 cubic feet. (See Attachment #3). The net growth of 2,801 cubic feet during the FY 1963 is the smallest since 1952 (898 cubic feet) and is considerably less than the average of 8,760 cubic feet for the 1959-1963 period. Assuming, a net growth of 8,760 cubic feet per year (average of past 5 years) the Center will be filled by about Jan 1966.

4. In an effort to provide adequate records storage space in our present Records Center beyond Jan 1966, and at the same time not restrict the Agency's Records Disposition Program, the following steps have been taken:

(a) Records are not accepted in the Center unless they have a firm disposition date.

(b) Records now in the Center with indefinite disposition dates are being reviewed with component Records Officers and changes in Records Schedules are being made to provide definite dates for action.

(c) The AD/OCR agreed on 17 September 1963 to accept designation of their permanent microfilm copies of OO/Contact, OO/FDD and DDP/CS reports as Agency records copies. (See Attachment #4). This will permit destruction of about 500 cubic feet of hard copy now in the Center. In addition, the application of this agreement will prevent future accumulation of hard copies of these kinds of reports.

(d) I asked DDP on 15 June 1962 to authorize the destruction of about 11,000 cubic feet of their records which are in the Center without definite disposition dates. (See Attachment #5). Many of these records have been

[redacted] I was recently promised a response to my request.

(e) Unilateral agreements negotiated by [redacted] of my Staff with USIA Agencies in January 1961 will permit the destruction of certain intelligence reports and curtail their future accumulation. (See Attachment #6).

5. I will notify you promptly if there are any significant changes in our present situation and, I will be glad to discuss this with you anytime.

[redacted]
Chief, Records Administration Staff

Attachments (6)

DDS/RAO [redacted] (30 Sep '63)
10/8/63

Distribution:

Orig - Addressee (Hand-Carry by [redacted])

1 - [redacted] [redacted]
1 - [redacted] Rec.Ctr
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5	CC: <i>(Records center)</i>		
6			

ACTION	DIRECT REPLY	PREPARE REPLY
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COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE
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Remarks:

The Attached report contains information relative to the operation of the Agency Records Center. It is submitted in accordance with paragraph 2 of Memorandum from Acting DD/S dated 6 July 1962.

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
10/7/63	

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